



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

March 31, 2014

Renita Howard
PO Box 2146
Davenport, IA 52809

Dear Renita Howard,

This letter is in regards to the 3/27/14 compliance check of your Level B, Registered Child Development Home completed by Becky Kalar and I.

Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Need to post poison control number and add numbers for the children, need to move stuff located in bathroom area, need tweezers in first aid kit, outdoor area needs picked and cleaned up, need to rewrite plans, need more smoke detectors, need approved no smoking signs, need to write up health related emergencies and illnesses policies, lead hazards in window sill

☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.

Need to add poison control number

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

Need to add Dr. and emergency contact

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

Need to move stuff in bathroom

☐ 110.5(1)c First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.

Need tweezers for home 1st aid kit

☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

Just moved into home and agreed to not use the backyard- use the nearby park of Jefferson Elementary School. Renita will make a written statement that includes her use of this as an alternate play area until DHS approves her outdoor play area.

☐ 110.5(1)h Is kept free from litter, rubbish and flammable materials.

Garage – broken window, back of the house- broken window, need to pick up garbage and boxes located in yard, moving materials.

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

Need to rewrite-will send sample

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

Need to rewrite-will send sample

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

Need larger one

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

1 works- need more in home; One in each child-occupied room and at the top of every stairway.

☐ 110.5(1)n Each smoke detector has been installed according to manufacturer's recommendations.

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov.

Needs approved signs.

☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

Needs

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies.

Needs

☐ 110.5(1)x For homes built prior to 1960, provider must complete visual assessment for lead hazards and apply necessary interim controls prior to registration and each renewal

Interior window sills appear to contain lead paint- applying for Scott Co grant. Need written confirmation of application for lead abatement program.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Renita- need immunization status, Savannah, Tremaine- exam and immunization status, Retera- immunization status

- ☐ 110.5(2)b Certificates or training verification documentation for:
- ☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

Need

- ☐ 110.5(2)c An individual file is maintained for each staff assistant and contains:

Aticia Jackson

- ☐ 110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396
- ☐ 110.5(2)c A completed Request for Child Abuse Information, form 470-0643
- ☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

- ☐ 110.5(2)d An individual file is maintained for each substitute and contains:

Aticia Jackson

- ☐ 110.5(2)d A completed DHS Criminal History Record Check, form B, 595-1396.
- ☐ 110.5(2)d A completed Request for Child Abuse Information, form 470-0643
- ☐ 110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter.
- ☐ 110.5(2)d Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

- ☐ 110.5(4) The certificate of registration is displayed in a conspicuous place.

Need new certificate- in process of renewing

- ☐ 110.5(8) Children's Files
- ☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

All files

- ☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.
- ☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

All files

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

All files

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

All files

☐ 110.5(10) Substitutes

☐ 110.5(10)d Use of a substitute is limited to: No more than 25 hours per month. An additional period of up to two weeks in a 12-month period.

Need to document sub hours

☐ 110.5(10)e The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above by 5/15/14.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur on or after 5/15/14.

Please do not hesitate to contact me at DHS at (563)326-8215 if you have any questions regarding this letter.

Sincerely,

Kathy Huinker
Social Worker II
Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 324-3236.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).